

## DUTY STATEMENT

<b>Classification:</b> Associate Governmental Program Analyst	<b>Branch:</b> Financial Services
<b>Work Title:</b> Grants and Loans Analyst	<b>Section:</b> Grants and Loans Office
<b>CBID:</b> R01	<b>Position #:</b> 2020-5393-827
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

### **POSITION DESCRIPTION:**

Under the general direction of the Staff Services Manager I, Grants and Loans Office, the Associate Governmental Program Analyst performs varied, analytical and consultative services in the planning, development, accounting, evaluation, and audit of grant and loan programs. Working independently on grant and loan fiscal and program activities are an integral part of this analyst's responsibilities.

### **WORKING CONDITIONS:**

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

### **DUTIES AND RESPONSIBILITIES:**

The incumbent is required to communicate effectively, work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 45% Prepare and coordinate federal and other grant applications, including the annual State Energy Program (SEP) plan, and administer, close out, and audit approved grants and loans, in coordination with Commission and other state agency program staff, administrative staff, and recipients. (E)
- 15% Develop, evaluate, and select alternatives which best solve complex grant and loan problems involving regulation requirements and program goals. (E)
- 10% Interpret and enforce state and federal grant and loan rules, regulations, and guidelines. (E)
- 10% Independently provide reports to assist program staff on any phase of the grant or loan process. These reports include performance reports, budget revisions, and other documents required by the grantors or state control agencies. (E)

**Associate Government Program Analyst – Duty Statement**  
**Position No. 2020-5393-827**  
**Page 2**

- |     |   |
|-----|---|
| 10% | Independently analyze grant and loan program expenditures and fiscal management information for consistency with grant budget amounts, allowable cost standards, budget revisions, reporting provisions, and other financial management terms and conditions. (E) |
| 5%  | Revise and update procedures as needed when state or federal regulations or Commission policies change. (E)   |
| 3%  | Monitor grant and loan projects for consistency and compliance with regulations. (E)  |
| 2%  | Other duties as required consistent with classification of employee. (M)  |

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Employee</span> <span>Date</span> </div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Supervisor</span> <span>Date</span> </div>